

**CITY OF BURIEN, WASHINGTON
JOB ANNOUNCEMENT**

Title: Storm and Surface Water Maintenance Assistant
Status: Temporary, Non-Benefited,
FLSA Non-Exempt
Salary Range: \$13.00/hour

Department: Public Works
Reports to: Street & Stormwater Maintenance
Manager
Closing Date: 4:00 p.m., November 23, 2010

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Under the supervision of the Street & Stormwater Maintenance Manager and lead direction of a Maintenance Worker III, performs a variety of manual work and light equipment operation in the areas of construction, maintenance, and repair of storm and surface water facilities and streets. Typically works as a member of a crew.

Position Duration

Position requires 40 hours per week, approximately January 1st through August 31st.

Essential Functions

- Clean and maintain catchbasins.
- Assists with setting up "safe work zones" using appropriate signage.
- Assists with flagging of traffic.
- Assists in the repair of catchbasins.
- Assists with the cleaning and maintenance of detention ponds.
- Locates storm drainage systems.
- Assists with the mixing, pouring, and finishing of concrete.
- Assists with the repair of potholes and sidewalks.
- Assists with sealing pavement cracks and patching.
- Assists with spreading sand, plowing, removing snow, and spreading de-icing material.
- Cleans and performs preventative maintenance on department equipment.
- Organizes and assembles materials and equipment necessary for tasks.
- Maintains accurate records and completes service requests.
- Clears vegetation.
- Picks up and disposes of trash.
- Performs other duties as assigned.

Secondary Functions

- Assists with the replacement of signs and mounts; fabrication of signs according to appropriate standards; maintenance of sign inventory logs; monitoring for sign repair, elimination, or need.
- Assists with the installation of traffic control signals and devices.
- Assists with the application or removal of paint stripe, thermoplastic markings, pavement markers, buttons, and reflectors.
- Removes dead animals from the right-of-way.
- Removes graffiti.

Job Scope

Position involves a moderate degree of complexity with frequent new and varied work situations. The incumbent will operate from specific and definite directions and instructions under a moderate level of supervision.

Interpersonal Contacts:

Contacts are normally made with others both inside and outside of the organization.

Specific Job Skills

Knowledge of:

- Hand and power tool operation.
- Work hazards and applicable safety precautions.
- Basic arithmetic, including addition, subtractions, multiplication, and division.

Ability to:

- Consistently demonstrate and actively support the identified values of the City of Burien: Trust, Integrity, Collaboration, Service, Communication, and Excellence.
- Perform heavy manual tasks for extended periods of time under varying weather conditions.
- Learn and demonstrate the ability to become proficient in new procedures, operations, systems, and equipment.
- Operate standard construction tools such as hammer, saw, drill, screwdriver, sprayer, chain saw, etc.
- Work with cleaning fluids, paints, cleaning agents and other solutions.
- Follow written and/or verbal instruction.
- Work in confined spaces.
- Climb ladders, work at heights, and on sloped surfaces.
- Accurately maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work to meet schedules and deadlines.
- Work independently from general instructions and work expectations.
- Demonstrate attention to detail.
- Meet deadlines.

Mental Activities:

Position requires continuous customer service, frequent interpersonal skills, independent judgment and/or action, ability to understand, read, and speak English; occasional teamwork, decision making and ability to write English; and rare creativity, use of discretion, problem analysis, and performance of basic math.

Physical Activities:

Position requires continuous standing and walking; frequent talking, hearing, handling, feeling, and repetitive motions of hands and wrists; occasional stooping, reaching, bending, and repetitive motions of feet, and rare crawling, sitting, fingering, kneeling, and climbing. Must be able to push, pull, lift, and carry 50 pounds.

Education/Experience

High School Graduate or GED.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Possession of, or ability to obtain within three months, a Washington State Flagging card.
- Possession of, or ability to obtain within three months, current First Aid/CPR certification.
- May be on-call for emergency response after normal work hours on a scheduled, rotating basis.

Job Conditions

Work is performed primarily in a field environment and requires travel to a variety of locations to perform work. Employee may be exposed to noise from machinery and equipment operation, to all weather conditions, and to conditions and hazards from obstacles, rough terrains, heights and open trenches associated with construction sites. Employee may be exposed to potentially hazardous materials and equipment, fumes or vapors. Employee may be required to work rare evenings, weekends, and holidays. Position may include contact with dissatisfied or abusive individuals.

Adopted 3/8/10

SELECTION PROCESS

Applicants will be evaluated on the basis of education and work experience. Highly qualified candidates may be invited to participate in interviews. Candidates may be asked to respond to supplemental questions in writing and may be asked to supply illustrative examples of work. A test may also be administered to assess relevant skills. Additional references may be requested of finalists.

TO APPLY

Applications are available on-line at www.burienwa.gov. Candidates **must submit a City of Burien employment application form, resume and cover letter** on-line or to City of Burien, Attn: Human Resources, 400 SW 152nd Street, Suite 300, Burien, WA 98166. If you need special accommodation in the application or examination process, please contact Human Resources at (206) 248-5504.

NOTICES

The City of Burien is an Equal Opportunity Employer and assures equal employment regardless of race, creed, color, ethnicity, national origin, sex, age, marital status, or presence of any sensory, mental or physical disability.

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

The City of Burien has a no smoking policy in all City facilities and all City vehicles.

AT THE TIME OF AN INTERVIEW, all applicants are required to submit a copy of their driving records. Driving records may be obtained at any Washington State Department of Licensing branch office. This fee is at the applicant's own expense.